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6 January 1970

MEMORANDUM FOR : Chief, Position Management & Compensation  
Division, Office of Personnel

SUBJECT : Request for a Job Evaluation

1. The Director's Special Assistant for Vietnamese Affairs has requested an evaluation and grade determination of a proposed Intelligence Assistant position. The proposed position description is attached. The incumbent of this position is now slotted on the Director's Position Control Register in a GS-7 Secretarial-Steno position and has been performing the duties of the proposed position for 14 months. If your evaluation determines that an Intelligence Assistant position at higher than a GS-7 grade is warranted, a proposal to establish such a position will be made to the Executive Director-Comptroller.

2. If further information is required on this position evaluation, please contact [redacted]

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[redacted]  
Administrative Officer, O/DCI

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Attachment

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**POSITION DESCRIPTION**

**Position:** Intelligence Assistant - General

**Grade:** GS-09

**Organizational Location:** Office of the Director, Office of the Special Assistant for Vietnamese Affairs

**Description of Position:**

**Duties and Responsibilities**

Under the general supervision of the Chief of the Related Activities Center (the all-source analytic, operations, and situation center of the Office of the Special Assistant for Vietnamese Affairs), incumbent serves as an Intelligence Assistant responsible for a variety of reporting, collating, liaison, and coordination work supporting the reporting and analytical function of senior staff officers in the community-wide distribution of briefs, situation reports, and position papers relating to the Agency's involvement in Vietnam. Specifically, incumbent:

A. Provides support to senior staff officers of the Vietnamese Affairs Staff/Related Activities Center (VAS/RAC) in preparing, collating, and coordinating situation reports and daily briefs relating to current activities in Vietnam and Laos. Incumbent must have broad general knowledge of Order of Battle reporting and the military and political conditions relating to Vietnam and Laos.

B. In addition to preparation of reports and collation of miscellaneous all-source data, must handle coordinative functions for VAS/RAC in reports preparation and distribution.

C. Assembles, maintains, and up-dates all-source data files, graphs, charts, and maps for the Director's Fact Book on Vietnam, as well as other sensitive papers for the Director's eyes only.

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**D. Provides administrative support for the functioning and management of VAS/RAC and the Saigon Station Indications Center in terms of materiel, supplies, and liaison with other support components.**

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